

Birck Nanotechnology Center
Policies Governing Space and Equipment
(As of March 23, 2004)

1. Assignments

- Space assignments will be made according to the principle of global optimization, with the goal of maximizing the impact and effectiveness of the Birck Center and Discovery Park as a whole.
- Laboratory space in the BNC will be assigned according to the operation, function, or process to be conducted therein, and not to specific individuals or research groups. In most cases, a laboratory will contain multiple pieces of equipment, with each major piece of equipment having a person-in-charge (PIC). Equipment will be grouped into laboratories according to similar processes or functions, so as to maximize the effectiveness of space in the BNC.
- Offices in the BNC will be assigned to faculty, students, staff, and visitors. Faculty officeholders must be members of the BNC. Priority will be given to faculty and students according to their involvement in research activities conducted in the BNC or the intensity of their use of BNC equipment. Offices will be provided for technical and clerical staff of the BNC. Offices for visitors (visiting scientists, sabbatical visitors, post-docs) will be assigned according to their involvement in research activities conducted in the BNC or the intensity of their use of BNC equipment.

2. Periodic Review

- Space assignments and PIC assignments will be reviewed annually by the BNC Directors and the Internal Advisory Committee. This review will allow the BNC to adapt to changing needs and opportunities, and ensure that the resources of the Center are being used in the most productive manner.
- The annual review will evaluate, among other things: (i) the relevance of the research to the mission of the BNC, (ii) the scientific and scholarly impact of the work, (iii) the collaborative, interdisciplinary, and multidisciplinary nature of the research, (iv) the effectiveness of the research in educating students, (v) the ability of the work to attract external funding, and (vi) the impact of the work on the state and regional economy, and on society as a whole.
- If an annual review determines that a particular assignment no longer represents the best use of the resources of the BNC, the affected members will be given an opportunity to defend their assignment. The Directors may, in some cases, authorize a second evaluation to be conducted at the next annual review, at which time progress during the intervening year will be considered.

3. Reassignment, Reallocation, and Termination

- If the review process concludes that a space assignment should be reduced or terminated, every effort will be made to minimize disruption to the affected members. To this end, the affected members may request an extension of time in which to arrange a new location for their research. Such requests will be considered in consultation with the Director of Discovery Park and the Head or Dean of the affected member's academic school or department.